



NICKEL CENTRE MINOR HOCKEY ASSOCIATION
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NICKEL CENTRE MINOR HOCKEY ASSOCIATION CONSTITUTION

Revised May 2019

ARTICLE I: NAME

The name of this organization shall be the “Nickel Centre Minor Hockey Association” hereinafter referred to as the “Association” or as “NCMHA”.

ARTICLE II: AIMS

It shall be the aim of this Association to provide a wholesome experience, not only for the children participating, but also for the coaches, managers, parents, and the league officials. While our main interests shall always be in the individual and NOT in his or her hockey ability; sportsmanship, fair play, good citizenship, friendly competition, enjoyment, and full participation for all team members shall always be our principal intent.

The Association shall adopt the Initiation Program Curriculum to teach the fundamentals of hockey and fair play in a fun environment. Pre Novice level hockey programs shall be known as Initiation and all those involved in on ice instruction will have completed the “Initiation Program Instructors Program”.

The Association shall foster this belief: “That it is the right of each child to have an equal opportunity to play.”

All decisions of the Association shall be tempered with reason and shall consider the rights of the individual and the team.

It is our belief that this atmosphere will provide the greatest enjoyment and a wholesome experience for all concerned.

That the CHA 10 step process be appropriately adopted into these sections. This pertains to coach selection and “Code of Conduct”.

ARTICLE III: MEMBERS

Any person of 18 years of age and over, and not playing in the NCMHA, and providing they were a member in good standing the previous year, may become a voting member of the Association upon submitting a request in writing to the NCMHA Executive a minimum

of thirty (30) days prior to the Annual General Meeting. Acceptance is subject to the Executives approval.

A member in good standing shall hereby be defined as:

1. A resident or non-resident of Nickel Centre who's child participated or currently participates in the NCMHA hockey program
2. Someone whose goal is to promote community spirit, sportsmanship and fair play
3. Shall not be in arrears regarding Association or team fees
4. Adheres to the NCMHA Code of Conduct

ARTICLE IV: EXECUTIVE

The Executive Committee shall be elected and comprised of members in good standing of the NCMHA's affairs. The Committee will operate with and be comprised of the following voting and non-voting members:

Voting (elected)	Non-Voting (appointed)
President – 2 year term	Immediate Past President – 1 year term
Vice President – 1 year term	Two (2) Members at Large – 1 year term
Treasurer – 2 year term	Risk Management Committee Chair – 1 year term
Secretary – 1 year term	Fundraising Lead – 1 year term
Two (2) Senior Directors – 2 year term	Ice Time/Officials Convenor – 1 year term
Five (5) Directors – 1 year term	Benevolent Fund Trustee – 1 year term
Equipment Manager – 2 year term	
Tournament Committee Chair – 1 year term	
Registrar – 2 year term	
Social Media Coordinator – 1 year term	

ARTICLE V: EXECUTIVES ROLES AND RESPONSIBILITIES

Section 1:

The President shall:

- a) Preside over all Executive meetings
- b) Appoint all non-voting members for the Executive
- c) Be an ex officio member of all NCMHA committees
- d) Authorize all NCMHA financial transactions
- e) Call all special meetings including Association Annual General Meeting (AGM)
- f) Enforce all regulations and policies
- g) Liaise with all external stakeholders (i.e.: NOHA, neighbouring Associations, etc.)

Section 2:

The Vice-President shall:

- a) Assume all duties of the President in his or her absence
- b) Assume the role of Vice Chair of the Risk Management Committee
- c) Enforce all regulations and policies
- d) Liaise with all external stakeholders (i.e.: NOHA, neighbouring Associations, etc.)
- e) Oversee the player evaluation and development process
- f) Chair the Coaching Staff Selection Committee
- g) At the request of the President, attend external meetings to represent the NCMHA
- h) Be, along with the President, and Treasurer, a financial signing authority for the Association

Section 3:

The Immediate Past President shall:

- a) Act in an advisory capacity as a non-voting member
- b) Accept appointments from the President as required
- c) Support the Executive as an ambassador of the NCMHA
- d) Participate in the Coaching Staff Selection Committee

Section 4:

The Secretary shall:

- a) Keep and maintain all of the records pertaining to the Executive Committee business
- b) Schedule and issue all notices of meetings. This includes facility bookings, etc.
- c) Circulate all communications on behalf of the Executive to external stakeholders
- d) Collect the mail at least once per week
- e) Inventory, maintain and replenish all office supplies including the Association's computer

Section 5:

The Treasurer shall:

- a) Be, along with the President, and Vice President a financial signing authority for the Association
- b) Keep, maintain and update all financial records
- c) Issue all cheques for payments and reimbursements in a timely manner
- d) Present a financial report at each Executive Meeting
- e) Prepare a forecasted budget for each season
- f) Be responsible for all monies collected during Association fundraising

- g) Be responsible for all gaming licensing with the City of Greater Sudbury for fundraising activities
- h) Serve as the chair of the NCMHA Benevolent Fund

Section 6:

The two (2) Senior Directors shall:

- a) Be appointed at the AGM having received the most votes amongst all Director position candidates
- b) Attend Executive meetings as scheduled
- c) Accept appointments from the President to any required position
- d) Act as the alternate Director when required
- e) Support the Directors when required
- f) Executive liaison to coaches, managers, players and parents
- g) With the VP, participate and oversee evaluations and player development
- h) Be members of the Coaching Staff Selection Committee

Section 7:

The Directors shall:

- a) Attend Executive meetings as scheduled
- b) Accept age group division assignments from the President at the onset of each season
- c) Act as Executive liaison to coaches, managers, players and parents
- d) Ensure all coaching staffs within their portfolio have the required credentials and updated criminal record checks
- e) Accept appointments from the President as required including Ice time/Officials Convenor and Fundraising Lead
- f) With the VP, participate and oversee evaluations and player development
- g) Be sitting members of the Risk Management Committee
- h) Be members of the Coaching Staff Selection Committee

Section 8:

The Registrar shall:

- a) Attend executive meetings as scheduled
- b) Obtain Hockey Canada Registry training as required and receive “write” access
- c) Lead the initial registration of all players and coaches
- d) Maintain an updated list of teams, players and personnel to be distributed to the Executive
- e) Collect all registration documents and file accordingly
- f) Ensure all player releases are obtained prior to registration as required
- g) Liaise with the Treasurer relating to collecting all registration fees and issuing receipts upon payment

- h) Action in a timely manner all travel permits requests for NCMHA teams participating in tournaments

Section 9:

It shall be the duty of the Benevolent Fund Trustee to assist the Treasurer in the administration of the NCMHA Benevolent Fund. Act in an advisory capacity as a non-voting member.

Section 10:

The Social Media Coordinator shall:

- a) Maintain and update the Association website including but not limited to:
 - a. Uploading policy documents, coaching applications, player registration
 - b. Board member contact information and positions
 - c. Tournament administration (registration and score updating)
 - d. News items
 - e. Liaise with the website host to ensure the smooth operation of the website
- b) Update all social media accounts belonging to the Association (including but not limited to Facebook, Twitter, Instagram)
- c) Be the main point of contact for the distribution of communication to the Association membership from the Board
- d) Be responsible for Association advertising
- e) Assigning roles and permission in accordance with higher governance

ARTICLE VI: COMMITTEES

Section 1: Risk Management Committee

Shall be comprised of:

- a) Chair (appointed by the President)
- b) VP sitting as Vice Chair
- c) Two (2) Members at Large
- d) All five (5) NCMHA directors

The Risk Management Committee will be tasked with addressing all complaints, suspensions, conflict resolution and matters requiring discipline or other sensitive issues.

Section 2: Coaching Staff Selection Committee

The Coaching Staff Selection Committee shall be comprised of:

- a) The Vice-President (Chair)
- b) Two (2) Senior Directors
- c) Two (2) Members at Large
- d) The Risk Management Chair
- e) Immediate Past President (where applicable)
- f) All five (5) Directors

The committee shall be responsible for collection and reviewing all applications. The Committee will then select appropriate candidates based on credentialing, coaching history and a review of coaching philosophies. The candidates will then be interviewed in person by a panel of committee members. The Committee will then provide a recommendation for the Executive's approval. A call for coaches will be circulated at the end of each hockey season by the Chair. Coaching applications shall be posted online and accessible by no later than April 1st every year. All head coaches shall be selected prior to the first ice time of the season to facilitate the player evaluations and team selection processes. All remaining coaching staff shall be vetted as required once team formations are finalized and approved by the Executive.

ARTICLE VII: ELECTIONS

Section 1:

The election of officers shall take place at the Annual Meeting. Notice of Annual Meeting to be two months prior to the Annual Meeting.

Section 2:

No person can hold office unless elected at the Annual Meeting. **EXCEPTION** – See Article IX, Section 1

Section 3:

Nominations for the offices shall be received from the floor at the Annual Meeting

Section 4:

Voting at the Annual Meeting shall be by secret ballot

Section 5:

The incoming Executive shall assume responsibility at the conclusion of the next scheduled Executive meeting. The outgoing President (Immediate Past President, if

applicable) would chair the next scheduled Executive meeting to transition all outstanding items to the incoming President and Executive.

ARTICLE VIII: PROCEDURES

Section 1:

At the next scheduled Executive meeting, the incoming President shall appoint all non-voting members, assign all Directors age group divisions.

Section 2:

To achieve quorum, a minimum of 50%+1 attendance of the voting members is required. Should quorum not be achieved, the meeting shall be postponed until a later date.

Section 3:

The Secretary shall put a call for agenda items no later than 48 hours prior to the Executive meeting. The agenda and previous meeting minutes will be circulated to the entire Executive no later than 24 hours before the scheduled Executive meeting. Each meeting agenda and minutes shall be named, dated, and electronically filed on the NCMHA computer and backed up on to a removable drive.

The Executive Committee shall operate all meetings utilizing regular parliamentary procedure.

The order of business for all NCMHA meetings shall be:

1. Call to order
2. Introduction of guests
3. Adoption of the agenda
4. Adoption of the previous meeting's minutes
5. Business arising from previous meetings
6. New business
7. Standing Reports: Director, Treasurer, Social Media, Fundraising, Registrar, Tournament, Benevolent Fund
8. Confirmation of the next meeting date, time and location
9. Adjournment

ARTICLE IX: VACANCIES

Section 1:

Vacancies of any office shall be filled by appointment by the President, subject to the approval of the Executive Committee.

Section 2:

No Executive Committee member, whether appointment or elected to multiple voting executive positions, shall have multiple votes. If appointed or elected to two or more voting positions the member must relinquish all but one of their votes.

ARTICLE X: FISCAL YEAR

The fiscal year of the NCMHA shall be from Annual Meeting to Annual Meeting.

ARTICLE XI: AMENDMENTS

Amendments to the Constitution shall be in writing and must be presented to the Executive at least 30 days prior to the Annual Meeting and shall be duly moved and seconded. Two-thirds (2/3) vote required.

ARTICLE XII: BY-LAWS

Section 1:

The rules of play as established by Hockey Canada, the Ontario Hockey Federation and the Northern Ontario Hockey Association shall govern all play in exhibitions, leagues and tournaments.

Section 2:

All members of the Nickel Centre Minor Hockey Association shall abide by the Code of Conduct. Any infraction shall be immediately reported to the most appropriate Director who will then consult the Vice President and Risk Management Chair to commence a resolution process.

Section 3:

Copies of the most current NCMHA Constitution and the Code of Conduct shall be posted on the NCMHA website and at the NCMHA office at the Garson Community Arena.

Section 4 (Revised October 2019):

- a) A registration fee shall be determined at the Executive Meeting prior to registration.
- b) All children must register with the NCMHA before trying out for NOHA teams registered and/or sponsored by the Association.
- c) Refunds of board established registration fees will be issued as follows:
 - i) Full refund - players who choose to remove themselves from the NCMHA before the first ice time.
 - ii) Full refund less a \$50.00 administration fee - players who removes themselves from the NCMHA before regular contracted ice times begin.
 - iii) 50% refund of the full registration fee - players who remove themselves from the NCMHA after October 1, but on or before October 31.
 - iv) There shall be no refunds issued for players on or after November 1.
- d) A child is not deemed as registered until payment arrangements have been made with the President and/or Treasurer. A minimum of 50% of registration fees must be paid by October 1. The balance of the registration fees must be paid by November 1. Alternate payment plans are accepted if they have been approved by the President and/or Treasurer and the member is in good standing with the Association.
- e) A \$50.00 late registration fee will apply to registrations received after the first Thursday in September, with the exception of players registered in the Initiation division and players who required a release from their previous Association.
 - i) As of November 1, registrations will be subject to a \$50.00 late registration fee and pay a prorated rate of 80% of the board established registration fee.
 - ii) As of December 1, registrations will be subject to a \$50.00 late registration fee and pay a prorated rate of 65% of the board established registration fee.
 - iii) As of January 1, registrations will be subject to a \$50.00 late registration fee and pay a prorated rate of 50% of the board established registration fee.
 - iv) As of February 1, registrations will no longer be accepted for the current playing year.

Section 5:

Any person connected to the NCMHA may solicit funds for any Minor Hockey function only after approval by the Executive Committee.

Section 6:

Amendments to the BY-LAWS may be brought forth at any regular Executive Meeting in the form of a notice of motion. All Executive members must be informed of the notice of motion. Two-thirds (2/3) majority vote required.

Section 7:

All players within the NCMHA shall be allocated ice time per “fair play” guidelines.

Section 8:

Repealed.

Section 9:

In order to promote and brand our Association, all NCMHA teams shall be known as the NCMHA Blast. Jersey colours and logos will remain consistent throughout the Association and shall only use the Association approved logo. Sponsorship shall be approved on a case by case basis by the Equipment Manager, Division Convenor, and Vice President.

Section 10:

The following numbers shall be posthumously retired from the NCMHA:

#15 in honour of the late Kaitlyn Jelly

#16 in honour of the late George Zalewski

#19 in honour of the late Travis Lester

#66 in honour of the late Troy Hull

In honour of the late Michael Rollins, #14 shall only be worn by a member of the Rollins family playing for any NCMHA team.

Section 11: Criminal Record Checks (Revised June 2012)

For the purpose of this bylaw and policy, coach and/or coaches shall include all head coaches, assistant coaches, trainers, managers, executive members and anyone else determined by the NCMHA Executive with the help of the Risk Management Tool “Appendix K” which is part of our Risk Management Policy.

It is the policy of the Nickel Centre Minor Hockey Association (NCMHA) that all coaches shall be required to submit at their own expense a current Criminal Record Check which includes the Vulnerable Sector and, if required, Sex Offender Checks. Criminal Record Checks are valid for 4 years. Those coaches who have had a Criminal Record Check within the past 4 years will also be required to sign a “Criminal Offence Declaration” every year until such time a Criminal Record Check is required. A “Criminal Offence Declaration” is

a signed confirmation indicating you have not been convicted of a crime for which you have not been granted a pardon or, a conditional or absolute discharge for which there is a record in the Canadian Police Information Centre (C.P.I.C.) Data Bank for Criminal Records in the last 12 months. In the event that a coach cannot or will not sign a “Criminal Offence Declaration” the NCMHA will invalidate the individuals previous Criminal Record Check and any previous Criminal Offence Declarations. The individual will have to submit a new Criminal Record Check at his or her expense. Other details and procedures are listed in our “Risk Management Policy”.

Section 12: (Revised June 2012)

The Nickel Centre Minor Hockey Association’s policy requires that two carded staff members be present in the change room at all times that players are present. This applies to all divisions from Initiation to Major Midget and at home or visiting.

Section 13: (Revised May 2016)

Starting 2016/2017 season, NCMHA parents shall not sit directly behind their child’s bench. Leave a minimum of 50 feet on either side of the bench. (Azilda arena – glass bubble is the exception)

Section 14:

NCMHA team operating budgets shall be submitted to their Director for review at the beginning of each hockey season and shall contain the following items:

1. Forecasted expenditures
2. Forecasted revenues
3. Forecasted surplus/deficits

All NCMHA team operating budgets shall not exceed a total of \$8,000 per hockey season. This amount shall be reviewed for appropriateness at every Annual Meeting and shall be amended as required.

Section 15:

The NCMHA Ice Time Convenor shall endeavour to produce and post a season ice time schedule for each team within each age category by no later than October 15th of the calendar year. It shall be understood that this schedule will be a living document subject to frequent amendments due to event conflicts or other unavoidable reasons. As of the 2020/2021 hockey season and where practical, the NCMHA will utilize a scheduling software to manage all ice allocation activities going forward.

ARTICLE XII: TOURNAMENTS

Section 1:

The Association tournament shall be called “The Nickel Centre Winter Blast” and will be held at the end of January each year. Nickel Centre teams will receive a rebate for their tournament entry fee only after having completed the required volunteer hours as determined by the Tournament Committee. Those refusing to complete their assigned volunteer hours will forfeit their rebate and shall pay the entry fee in full.

The Initiation and Tyke Jamboree shall be called “The Jeanette Hancock Memorial Jamboree” in honor of the late Jeanette Hancock. The Jamboree shall be held the 3rd weekend in March every calendar year.

Section 2:

All protests must be in writing. The decision of the Tournament Committee shall be final.

Section 3:

No individual or team fundraising shall take place during the weekend of the NCMHA Winter Blast Tournament. Fundraising during this weekend shall be reserved for the Association only. This weekend shall consist of the Thursday prior to the Winter Blast Tournament and shall include all days up to and including the Monday following the Tournament.

ARTICLE XIV: ASSOCIATION AWARDS

The Jeanette Hancock Memorial Award will be presented at each Jamboree to the volunteer at the Initiation/Tyke level *that “best exemplifies Jeanette’s spirit of giving back to your community by volunteering their time to the development of the children at this level”*. The recipient will receive the award that will be displayed in the arena trophy case as well as a plaque to take home.

The Donald Filliter Team Spirit and Fair Play Award will be presented at the annual NCMHA Winter Blast Tournament to one player on each NCMHA Pee Wee team *“that best exemplifies Don’s characteristics of team spirit and fair play”*.

ARTICLE XV: SPENDING LIMIT FOR INDIVIDUAL EXECUTIVE MEMBERS

A spending limit for \$200.00 shall be imposed on all Executive members for Committee essentials e.g. ink cartridges, paper, office supplies, etc. Any spending above \$200.00 must be brought forward in a Committee Meeting and voted on by the Executive prior to the expenditure.